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CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

12 October 1960

MEMORANDUM FOR: Deputy Director (Plans)

THROUGH : Deputy Director (Intelligence) 25X1

SUBJECT : Proposed Foreign Travel for [REDACTED]

REFERENCES : (a) CIA Regulation 22-100 and 22-200
(b) USAFE Lindsey AS. Ger. Cable R071410Z to COFS. USAF Wash. D.C., dated 7 October 1960

1. Name and Title of Traveler:

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[REDACTED] GS-13, Staff Assistant, Document Division, Office of Central Reference.

2. Purpose of Travel:

To teach the revised Intelligence Subject Code to personnel of the 7000 SPT WG, USAFE, Lindsey. This Command initially asked assistance from USAF, Washington. Since AFCIN-3D did not have an employee qualified to teach the revised ISC, the 7000 SPT WG requested that AFCIN-3D solicit a competent CIA code instructor (Reference b).

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The [REDACTED] [REDACTED] is cognizant of the acceptance of the revised ISC by the Intelligence Coordinating Committee, Germany and the urgent need for instruction in indexing techniques, having discussed the matter with senior officials of the 7000 SPT WG.

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[REDACTED] is thoroughly conversant with the ISC and has recently played a major role in the preparation of the OCR indexing manual for the application of the ISC in the Intellofax System. She has also worked closely with AFCIN-3D since the inception of their Minicard program. Thus she is ideally qualified to respond to the USAFE request.

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3. Itinerary and Approximate Dates of Departure and Arrival:

Traveller will depart Washington by air for Frankfurt, Germany on or about 21 October and thereafter will follow the schedule outlined on the attached itinerary. Return to Washington is scheduled about 23 November.

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5. Cover Plans and Arrangements:

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Acting Assistant Director
Central Reference

Enclosure:
Itinerary

APPROVED:

Deputy Director (Intelligence)

COORDINATED:

Deputy Director (Plans)

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PROPOSED ITINERARY -

21 October - 22 October

Travel from Washington to
New York City; New York City to
Frankfurt.

22 October - 4 November

Wiesbaden, Germany, USAFE 7000 SPT WG. .

7 November - 18 November

Annual Leave - Italy, Switzerland,
France.

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19 November - 23 November

23 November - 24 November

Travel from London to Washington.

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